

## How to create a mailing list

1. Open the Address book by clicking the icon on the toolbar. This will open the address book window.
2. To create a new mailing list click the New List icon on the Address book toolbar. Alternatively you can click File, then select New, then click Mailing List.
3. Enter a name, nickname and a description for your mailing list.
4. Add entries to your mailing list by typing the email address on the lines provided.

## What is the NEMS UI?

### The NEMS User Interface

NEMS UI (NOAA's Electronic Messaging System User Interface) is a new way for NOAA users to change the personal information stored in their email account.

This includes the ability to:

- Change your email password
- Set a vacation message
- Update location information
- Searching for detailed information on NOAA employees (Routing code, Address, Phone number, etc...)

This interface was developed because Thunderbird does not have the same Directory Server interface as Netscape 4.7 had. This is the only method for NOAA users to update their own email profile information.

### How do I access the NEMS UI site?

1. Open your web browser
2. In the web address box, type in <http://ui.nems.noaa.gov>
3. At the security alert prompt window, click yes.
4. In the middle of the page, you will be prompted for your NOAA LDAP User ID. This is the same as your email username. For example, if your email is John.Doe@noaa.gov, your username will be John.Doe.
5. Enter your NOAA NEMS password. This is the same as your email password.

### How to change your email password

1. Once logged in to the NEMS UI, at the top of the page, under query, enter your own email User ID, such as John.Doe. Make sure NOAA is selected under Subtree. Click search.
2. An entry with your name will appear on a separate line. Click your name.
3. After a few seconds, a separate window will open with your information.
4. At the top of that page, you will find a button in the middle labeled "Change Password". Click on it.
5. Enter your new password. Confirm with the same new password and click "Change Password". If your password does not pass the DOC standards, it will not be accepted.
6. When your password has been changed, you will get a new screen with "Modifications" at the top. This means your password was successfully changed.

### How to set a vacation message

1. Log into the NEMS UI as in the previous section.
2. At the top of the page, under query, enter your own NOAA LDAP User ID, such as John.Doe. Make sure NOAA is selected under Subtree. Click search.
3. An entry with your name will appear on a separate line. Click your name.
4. After a few seconds, a separate window will open with your information.
5. At the top of that page, you will find a button on the left labeled "Edit Person". Click on it.
6. If you scroll down, you will find a section called Mail Information. Click on the "Edit" hyperlink on the left of it. This will enable you to enter your vacation message and activate it.
7. Under the "Mail AutoReply Mode" field, select "vacation" from the combo box.
8. Under the "Mail AutoReply Text" field, click in the text box to the right of it and enter your vacation message. Click ok.
9. Scroll to the bottom of the page and click the "Save Changes" button. The changes won't take effect until you click that button.
10. When your vacation message has been set, you will get a new screen with "Modifications" at the top. This means your vacation message is now set.
11. Save the changes by clicking the "Save Changes" button at the bottom of the screen.



# Mozilla Thunderbird<sup>v1.0</sup> Quick Start Guide



Developed  
by the NMFS Office of the CIO

## What is Thunderbird

Thunderbird is the newest email application developed by the Mozilla Organization (Mozilla.org). Mozilla is a 'not for profit' community of software developers who create (Open Source) applications for the Internet. These applications, including email clients and web browsers, are developed and then made available for free.

NOAA's Electronic Messaging Committee recommended they move to Mozilla Thunderbird after comparing it against Netscape 7 and Microsoft Outlook.

NOAA CIO Council approved the client recommendation on February 7, 2005

## Getting started

### How to log in

1. To log in simply double click the Thunderbird icon located on your desktop.
2. Thunderbird will then launch and the login window will be displayed.
3. Enter your email password and click **OK**.



### Receiving an email message

When you open Thunderbird and log in it will automatically connect to the mail server and look for new messages. New email messages will then be downloaded to your inbox.

Click on the **Inbox** folder on the left side of the screen and your mail messages will be displayed to the right.

Thunderbird will check for new mail every 10 minutes by default. Additionally you can click the **Get Mail** button to have it check for new messages immediately.



When new email arrives you will see the new message icon displayed in the lower right corner of your Windows screen (next to the time).



## Compose an email message

You can compose an email message a number of ways.

- Click the **Write** icon on the main toolbar.
- or click **Message** and then select **New Message**.
- or by using pressing **CTRL-M** on the keyboard.

The message composition window will then open and you can begin composing your message.

## Addressing an email message

To address a new message simply type the name or email address of the recipient in one of the recipient lines. The email address for anyone in the NOAA Directory or your personal Address book will be searched for automatically. You will then be presented with the closest matches. Simply click the appropriate one and press **Enter** on the keyboard and the email address will be added to your message. You can change **To:** to **cc:**, or **bcc** by clicking the drop down menu to the left of the recipient line.

## How to use file attachments

**Method 1** – Click the **Attach** icon on the new message toolbar, this will open a browse window.



Navigate to where your file is saved, click it to select and then click **Open**. The attachment will now be displayed to the right of your addresses.

**Method 2** – The second method involves browsing to where the file is saved by using Windows Explorer or My Computer. Then simply drag the file from the My Computer window and drop it onto the address line of the new message. The attachment will now be displayed to the right of your addresses.

## Reading / Saving File Attachments

When you receive an email that includes a file attachment, or attachments, they will be displayed at the bottom of the message in a separate section labeled Attachments. To open the attachment simply double click the file name.

## Searching for Messages

In Thunderbird you have a few methods by which you can search for email messages.

### Quick Search Field

The first, and quickest, method to search for email messages is to use the quick search field above your message display window on the top right of the screen.

Simply type in either the name of the sender or a word from the subject line of the email you are looking for and it will search the current folder (the Inbox for example). Then it will show you the emails that match the search criteria. To go back to displaying all the emails simply click the red X in the right corner of the search field.

### Search Messages Method

For a search with more advanced options use the 'Search Messages' option located under the Edit menu. This method will allow you to search for emails in any of your folders, with any combination of search criteria. This search criterion includes: Subject, Sender, Body, Date, Status, To, CC, or age in days.

To access the Search Messages tool click Edit, Select Find, and then click Search Messages. The search tool window will open. Simply enter the search criteria and click Search. The results will be displayed on the bottom portion of the window. Thunderbird includes a method by which you can

## How to check your quota

check your email quota consumption percent.

### To check your Quota:

1. Right click your Inbox folder.
2. Select Properties (the folder properties window will open)
3. Click the Quota tab
4. Your quota usage and status (% Full) will be displayed.